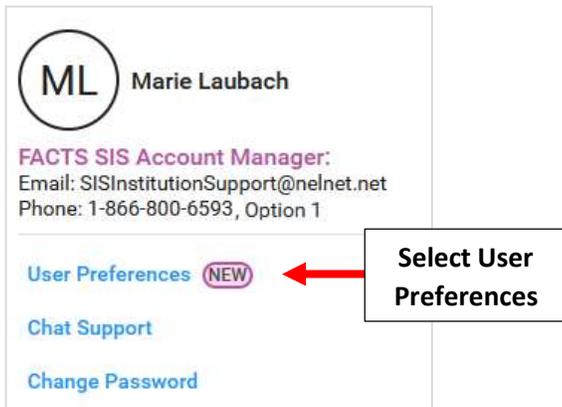


Setting User Preferences in FACTS SIS

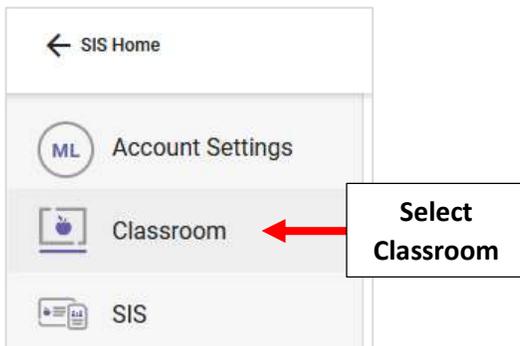
Once logged into FACTS please select **Initials** from the Left Side Menu



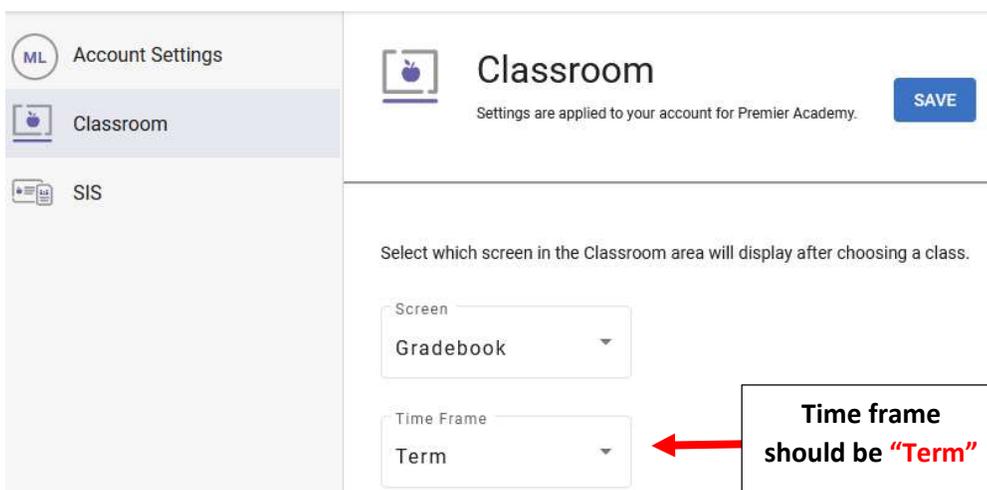
Select User Preferences



Select **Classroom**



Choose your **Screen Default** (What you View on Classroom Dashboard) from the dropdown. ****Time frame should be "Term"**



Select **SIS**. Select **Areas** to display on SIS menu. Select **Save** to **Save** your Changes

The image shows a user interface for configuring the SIS (Student Information System) menu. On the left is a sidebar with three menu items: 'Account Settings' (with an 'ML' icon), 'Classroom' (with a laptop icon), and 'SIS' (with a document icon). A red arrow points from a callout box labeled 'Select SIS' to the 'SIS' menu item. The main content area is titled 'SIS' and includes the text 'Settings are applied to your account for Premier Academy.' and a blue 'SAVE' button. A red arrow points from a callout box labeled 'Select Save to Save your Changes' to the 'SAVE' button. Below this, there is a section titled 'Select the areas to display in the SIS menu.' with four toggle switches: 'Classroom', 'Child Care', 'Report Manager', and 'System'. A red arrow points from a callout box labeled 'Select Areas to display' to the 'Classroom' toggle switch.

Account Settings

Classroom

SIS

Select SIS

SIS

Settings are applied to your account for Premier Academy.

SAVE

Select Save to Save your Changes

Select the areas to display in the SIS menu.

Classroom

Child Care

Report Manager

System

Select Areas to display